

August 26, 2011

To: Executive Board

Subject: **Exercise Option - Bus Book Printing**

Recommendation

Authorize the Executive Director to exercise the first of four available one-year options on Agreement No. 11-007 with Transit Information Products in the amount of One Hundred Sixty Two Thousand Nine Hundred Thirty Dollars (\$162,930) plus applicable sales tax and negotiate terms and conditions for two printings of an English, Spanish and Chinese version of the Bus Book during the 2012 calendar year.

Analysis

On November 12, 2010, the Foothill Transit Executive Board authorized the Executive Director to negotiate terms and conditions and execute contract No. 11-007 with Transit Information Products for bus book design and production management of Foothill Transit's Bus Book. The contract has a base term of one year and includes four one-year options to be exercised at Foothill Transit's sole discretion.

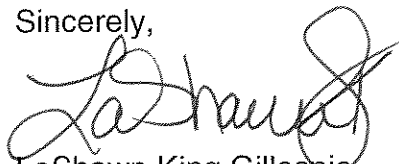
Foothill Transit's Bus Book is a schedule and information guide that includes bus schedules, fare tables, route maps and other information useful to our customers. The contractor is tasked with assuring that all items involved in the design and production of the Bus Book are performed thoroughly, accurately and in a timely manner.

After a competitive procurement, Transit Information Products was the successful proposer. Transit Information Products has successfully produced the Foothill Transit Bus Book for the past eight years. The Chinese language was included in the most recent versions of the Bus Book.

Budget Impact

Funding for Bus Book Printing is included in Foothill Transit's approved FY 2012 Business Plan.

Sincerely,



LaShawn King Gillespie
Director of Planning



Doran J. Barnes
Executive Director